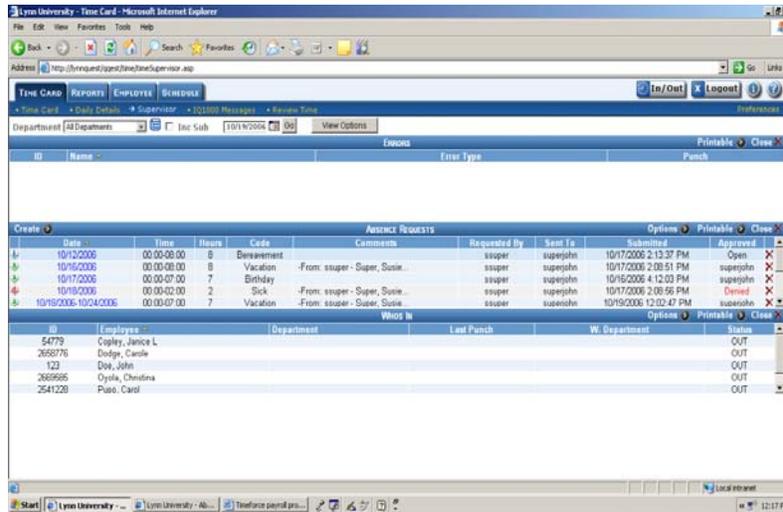


Approving time off as a supervisor

1. Login in to Timeforce. The first employee's timecard will appear on your screen (sorted alpha ascending).
2. Click on the Supervisor link in the top middle bar of the screen.



3. Click on the absence request to be reviewed and approved.
4. A separate window will open with the request details. Click on the appropriate button to indicate action desired (Approve, Deny or Close).
5. Close the window using the X in the top right corner of the screen.
6. Click the Refresh button on Internet Explorer navigation bar.
7. The current status of the requests will appear in the Approved column. An email will be sent to the employee (if requested) advising them of the action taken.
8. All approved time will be applied to the employee's timecard in Timeforce. The timecard must still be verified prior to payroll run.

Date	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S
10/9/2006														
In														
Out														
Punch Errors	1	4, 7	7	2, 2, 2	1			9, 2, 1	9, 1			3, 7		
Accumulated Hours														
Total Hours	0.00	7.50	2.00	10.75	0.00	0.00	0.00	8.00	0.00	7.00	7.02	7.00	7.00	7.00
Regular Hours		7.50	2.00	10.75				8.00		7.00	7.02	7.00	7.00	7.00
166 Employee Services														
386 Pine Tree Camps		7.50	2.00					0.00		7.00	7.02	7.00	7.00	7.00
Schedule														
Salary		7.50	2.00	8.00						0.02				
Absences														
Vacation								0.00		7.00	7.00	7.00	7.00	7.00
Schedule														
Start	07:00	07:00	07:00	07:00	07:00			07:00	07:00	07:00	07:00	07:00	07:00	07:00
End	15:00	15:00	15:00	15:00	15:00			15:00	15:00	15:00	15:00	15:00	15:00	15:00
Deductions	1.00	1.00	1.00	1.00	1.00									
Hours	7.00	7.00	7.00	7.00	7.00			8.00	8.00	8.00	8.00	8.00	8.00	8.00
Pay Period: 10/9/2006 - 10/22/2006														
Settings														
Legend														
Worked Hours	20.27													
Regular Hours	62.27													